

Phoenix Program
Process Definition – Accounts Receivable

Process	<i>Agency Year-End Close Procedures</i>
Process Number	<i>AR – 018</i>

Description of Process

The State of Georgia's annual year-end closing process consists of preparing financial statements derived from financial information gathered from the general ledger. The general ledger receives revenue financial information from the accounts receivable module.

During year-end closing, the Accounts Receivable module will submit financial detail according to a specified time-line with other sub-ledger modules. It is imperative for all agencies to adhere to the steps below to ensure that all account receivable processing will be processed appropriately and without error.

Input to Process

General ledger closes the last fiscal period of the year.

Output of Process

Receivable, Payable and Direct Journal transactions are posted to the correct accounting period.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
All functions	Refer to referenced business process definitions.

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
	FSS/Agency
<p><u>Step 1: Enter June transactions during the month of June.</u></p> <p>The May accounting period is closed and the June accounting period will be open for processing transactions. The July accounting period will not be open for processing transactions until the 15th day of July.</p> <p>All business units should review queries daily to verify that all receivables and payments/direct journals are posted after batch runs each evening. The following queries can be used to determine if any items and payments/direct journals remain unposted.</p> <ul style="list-style-type: none"> ▪ 0AR004- Direct_Journal_Check ▪ 0AR001 BCM_Check ▪ 0AR003 Item_Check ▪ 0AR010 Acct_Lines_Unjournal <p>Follow the appropriate business process for online error corrections and correct direct journals in direct journal review if necessary.</p>	Agency
<p><u>Step 2: On July 15, 2002 the July 2003 distribution codes will be available for use in the system.</u></p> <p>Business units must identify any new distribution codes that are needed based on new project, program or organization codes for the new budget year 2003 and notify FSS to enter into the system. This includes ensuring that the new chartfields are set up in the proper tables.</p> <p>Budget year 2002 distribution codes will be copied in order to create 2003 budget year distribution codes.</p> <p>From July 1st until July 12th only the June accounting period will be open. Until June closes on the 12th, users must select the appropriate distribution code relating to the budget year. If a June item is being entered, the user must select a distribution code with the budget year 2002. Users should be particularly careful when applying payments against an item. Any payments against an item must be applied to the item that is associated with the correct distribution information including budget year.</p>	FSS/Agency
<p><u>Step 3: On July 1, only Accounting Period 12 of fiscal year 2002 will be open.</u></p>	FSS

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<p><u>Step 4: Enter June items and payments/direct journals during the month of July.</u></p> <p>To enter a June item or payment/direct journal during the month of July, the accounting date must be entered as 06/30/2002. This will ensure that the transaction will post to June (accounting period 12 fiscal year 2002).</p> <p>Please note that the accounting date on a payment cannot precede the accounting date of the item the payment is being posted to.</p> <p>Also note that the accounting date must be entered on both panels (In the ONLINE PENDING ITEM ENTRY, the GROUP CONTROL and PENDING ITEM 1 panels; and in REGULAR DEPOSIT ENTRY or EXPRESS DEPOSIT ENTRY, the TOTALS and PAYMENTS panels). If not corrected, the entry will not post in June.</p>	Agency
<p><u>Step 5: Enter July items and payments/direct journals during the month of July.</u></p> <p>To enter a July item and payment/direct journal during the month of July, the journal date has to be entered as 07/01/2002 through 07/31/2002. This will ensure that the journal will post to July (accounting period 1 of fiscal year 2003. Remember when entering a receivable item to select the distribution code with the correct fiscal year. The user may begin entering July transactions on July 15, 2002.</p>	Agency
<p><u>Step 6: Business units must correct any June transactions not posted before the accounting period is closed.</u></p> <p>All June transactions not posted due to budget checking error or otherwise must be corrected before the June accounting period closes. Any June transactions not posted when the June accounting period is closed will remain in the error file until corrected by user; or will maintain the status of "Ignored" or will be deleted. This will result in June transactions originally intended for the month of June period 12 being posted in accounting period 1 of fiscal year 2003 or not posting. Online error review, Journal review, as well as, AR queries above can be used to identify transactions not posted.</p> <p>NOTE: The last date to send offline entries is July 9, 2002.</p>	Agency

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Step 7: Business units should request the reports and run the queries listed below after the June year-end closing.

FSS

During batch, the following month-end reports and queries will be created or user may run for Accounting Period 12 for each agency:

ARXXX403 - Outstanding AR by BU Report
 ARXXX407 - Cash Receipts Journal Report
 OAR008 - Verify_Rev_Recv
 OAR009 - Verify_Rev_Other
 GLXXX044M - GL Trial Balance (By Business Unit)

Business Process Description

Process Description	Responsibility (Agency/Centralized)
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Process Flow Diagram (if appropriate):

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Process Signoff

Tested By
Date Tested